

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-11-009

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant - Rover
Executive Office

OPENING DATE: November 17, 2011

CLOSING DATE: November 30, 2011

WORK HOURS: 40 hours/week

SALARY: JD8,587 – JD14,164
Position Grade Level 07

PLACE OF PERFORMANCE: Amman, Jordan

USAID/Jordan has an immediate vacancy for Administrative Assistant - Rover in the Executive Office (EXO). This is a Personal Services Contract (PSC) position, grade FSN-07. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. Applicants who do not meet the minimum number of years of experience may be considered only after it is determined that there are no qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-07 level.

Basic Function:

The United States Agency for International Development (USAID) supports Jordan's growth and prosperity through a large assistance program that promotes efficient water and energy, healthier families, a modern educational system, a skilled workforce, a competitive economy, and participatory governance with greater opportunity for youth and the poor.

The Roving Administrative Assistant is responsible for performing administrative and clerical support activities for all USAID offices during the absence of the assigned

administrative assistant or busy periods, or to perform special projects. The Roving Administrative Assistant is familiar with the activities of the Mission Director's Office, all four support offices (Executive Office, Financial Management Office, Contracting Office, and Office of Program Management), and all three technical offices (Water Resources and Environment, Economic Growth, and Social Sectors Office). Priority coverage is given to the Mission Director's Office. The incumbent is supervised by the Human Resources Specialist and when assigned to an office reports to the Office Director, manages the administrative processes of the office, provides secretarial services, including maintaining the Office Director's calendar and providing administrative support to the full office team.

Major Responsibilities:

Administrative Support:

Maintains the office director's calendar, keeps current on office staff calendars, schedules meetings for the Office Director and the office staff; liaises with other offices in obtaining necessary information for meetings; briefs office director and staff on meeting; schedules conference rooms; and coordinates closely with other offices on correspondence.

Receives and screens visitors, submits necessary access forms in advance, escorts visitors, and alerts meeting participants upon visitor's arrival. Screens and directs telephone calls as appropriate, provides caller and visitors with information of a general nature, and disseminates routine information. Maintains and updates an action list for office staff to assist them in their ability to accomplish office objectives.

Composes complex correspondence such as waivers and tax exemptions, and gathers information necessary to de-obligate and commit funds on Modified Acquisition and Assistance Request Documents. Drafts and formats routine responses to inquiries, including cables, letters, memos, reports, and tables using established procedures, instructions, or relevant USAID manuals.

Reviews correspondence and reports for format, spelling, grammar and punctuation accuracy, corrects errors and deficiencies, and ensures timely tracking and response for correspondence, reports, presentations, spreadsheets, and other documents. Distributes incoming correspondence (mail and documents for clearances) to office staff, attaching pertinent background materials. Manages the flow of incoming correspondence, official mail, and disseminates it properly. Reviews and tracks outgoing correspondence.

Organizes and maintains office files in accordance with the Automated Directive System (ADS), prepares file plans and Vital Records. Supports staff in maintaining working files and contacts.

Maintains and updates office databases (including EPICS, WEBPASS, NGO database, TrainNet, Contacts database). Identifies the need for other electronic or paper-based tracking systems and develops such records.

Maintains professional working relations with other Mission and Embassy offices and technical teams. Serves as timekeeper for the office; collects, reviews, and enters timesheets into the Time & Attendance system. Maintains adequate stocks of office supplies; requisitions supplies and/or any services for the office staff. Issues work order requests in support of the office staff.

Supports office staff in utilizing USAID electronic systems such as electronic country clearances and e-learning, liaises with Mission Executive Office and Financial Management staff to troubleshoot these systems, and ensures office compliance with Mission administrative and financial management procedures.

Coordinates travel arrangements (including transportation, hotel reservations, and country clearance) for office staff as needed in coordination with the USAID travel specialist, motorpool, and other relevant offices. Prepares travel vouchers for office staff and other documents related to their travel.

Maintains schedules and makes arrangements for conferences, meetings and visitors' schedules as requested. Supports control officer on all aspects of scheduling, briefing materials production, and managing visit logistics, in coordination with Mission front office and other staff. Follows up with office staff to ensure that follow-up actions as agreed at conferences and meetings are met.

Provides translation and interpretation services of non-technical and short technical material into English or from English into Arabic. Serves as note-taker at selected meetings, formats notes appropriately to share with Mission staff, and provides records for the files.

Prepares documentation for purchase of services/supplies and payment of services/supplies.

Keeps knowledgeable regarding operation of programs commonly used, including Electronic Travel (E2), Time and Attendance, Electronic Country Clearance, and trains office staff on these applications. Keeps abreast of Mission procedures and practices, and ensures office staff process documents properly.

Minimum Qualification Criteria:

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent

information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

Qualification Criteria:

1. Completion of secondary school required AND at least one of the following:
 - Certificate of completion in an Office Management training program; or
 - Certificate of completion in an Executive Secretarial Program; or
 - Completion of a university degree.

Supporting documentation (i.e., The Ministry of Education General Secondary Education Certificate AND one of the post-secondary school certificates) must be included in the application for eligibility purposes.

2. Minimum of two years secretarial, administrative and/or office experience is required.
3. Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate Arabic (modern standard) into precise and correct English, and English into precise and correct Arabic. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance is attached to proper word meaning.
4. Skills & Abilities:
 - a) Must have demonstrated experience in preparing correspondence, spreadsheets, reports, and presentations.
 - b) Must have demonstrated expert knowledge of the entire MS Office application suite (Word, Excel, Access, Outlook and PowerPoint).
 - c) Must have demonstrated skill operating office equipment, including fax machines, scanners, and copiers.
 - d) Must have demonstrated ability to manage an office, work within a team, multi-task, perform under pressure, and produce accurate documents.
 - e) Must have demonstrated organization, proof-reading, and basic translation and interpretation skills.

Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. Testing and interview will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Employees must have completed 52 weeks of employment in their current position before being eligible to apply. Interested applicants for this position should submit the below listed forms electronically to: Email: usaidemployment@state.gov

- A. Complete Universal Application for Employment (DS-0174); plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:
http://jordan.usembassy.gov/job_opportunities.html

Point of Contact:

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6673.